



INCUBATION CENTRE



INDIAN INSTITUTE OF TECHNOLOGY, PATNA
Bihta Campus, Patna - 801103

Ref: ICITP/Rect/2021/01 Dt. 22.12.2021

RECRUITMENT DRIVE FOR VARIOUS POSITIONS (Temporary)

Incubation Centre IIT Patna invites applications from Indian Nationals, who are well-qualified, energetic and strongly motivated, towards management roles of the Incubator. The details of the positions open are as follows:

Designation	No. of positions	Educational Qualification	Consolidated Salary
Jr. Executive / Executive – Incubation	01	First class in MBA with Graduation in Electrical /Electronics/ Mechanical / Computer Science or Equivalent Or First class in BTech (Electrical/Electronics/ Mechanical / Computer Science/Biomedical Engineering or Equivalent) AND 2 years of relevant experience required	INR 20,000 to INR 35,000/- per month. It Will be decided based on qualifications and expertise. 5-10% annual increment will be applicable subject to satisfactory performance.

Role Description:

Primary responsibility of Executive-Incubation is to manage the Incubation Programs at the Incubator that involves meeting the goals and deliverables of the programs run by the centre. The person will work under the guidance of the Incubation Centre leadership. Major role expectations are as given below

Management of Startup Programs

- Plan and execute startup support programs run by the centre as per scheme guidelines and policies
- Regularly coordinate with internal and external stakeholders to ensure program performance.
- Maintain program data and report to stakeholders regularly on progress against goals

Manage startup portfolio

- Coordinate selection and onboarding of startups to startup support programs
- Manage documentation and agreements with the supported startups.
- Analyze financial statements, forecasts, funding requirements and other needs of startups.
- Monitor the progress of startups with respect to agreed deliverables and assist as needed

Startup Support

- Assist startups in the areas of strategy, business plan development, market analysis, compliances and other aspects of business.
- Help startups to improve their business performance by connecting them with mentors
- Assist startups in industry connects, investor access and other ecosystem connectivity

Others

- Develop and maintain relationships with investors, Government bodies, service companies
- Participate and contribute to events, workshops and training programs of the centre.
- Other activities as assigned by the management from time to time

Experience :

- The candidate must have expertise and a minimum of **2 years** of relevant experience in the area of incubation, entrepreneurship and startup support.
- Experience of working with an incubator/accelerator or experience as a startup founder or experience in entrepreneurship development organizations in roles that manages startup cohorts will be preferred

- Experience in managing cohorts for DST/MeitY/MSME schemes will be an added advantage

Skills:

- Excellent program management and co-ordination skills
- Strong written and verbal communication in English and Hindi
- Ability to work on MS Office specifically Word, Excel and PowerPoint

Age: Candidates under 35 years of age as on last date of application may apply

Designation	No. of positions	Educational Qualification	Consolidated Salary
Jr. Executive /Executive – Marketing	01	First class in MBA in marketing (graduation in Electronics/ Electrical/Physics/Computer Science) AND 2 years of relevant experience required	INR 20,000 to INR 35,000/- per month. It Will be decided based on qualifications and expertise. 5 - 10% annual increment will be applicable subject to satisfactory performance.

Role Description:

Primary responsibility of Executive Marketing is to plan and execute the outreach, branding and marketing activities of Incubation Centre IIT Patna under the guidance of the Incubation Centre leadership. Major role expectations are as given below

- Plan and execute outreach programs and start-up events such as business plan competitions, conferences, seminars, receptions and exhibitions for incubation centre IIT Patna with an aim to identify and onboard relevant start-ups at Incubation Centre IIT Patna
- Manage and maintain outreach channels such as website, social media pages, newsletters etc and maintain brand awareness
- Assist manager and Incubation program leads in selecting and onboarding start-up companies
- Assist manager and Training program leads in mobilizing participants for various training programs of Incubation Centre IIT Patna
- Create and maintain marketing materials including leaflets, posters, flyers, newsletters, e-newsletters and videos and other marketing collaterals
- Maintain and update databases of potential incubatees and partners
- Preparing presentations and other documents for Incubation Centre
- Other activities as assigned by the management from time to time

Skills:

- Very good people management skills
- Very good co-ordination skills
- Very strong written and verbal communication skills in English and Hindi
- Ability to work on MS Office specifically Word and PowerPoint
- Graphics, digital marketing skills/certification desirable

Age: Candidates under 35 years of age as on last date of application may apply

Designation	No. of positions	Educational Qualification	Consolidated salary
Jr. Executive/ Executive- Technical	02	First class in B.Tech/M. Tech/ M.Sc with specialization in Electrical /Electronics/ Mechanical / Computer Science / Physics or Equivalent AND 2 years of relevant experience required	INR 20,000/- to INR 35,000 /- Per Month. It Will be decided based on qualifications and expertise. 5 - 10% annual increment will be applicable subject to satisfactory performance..

Job Description

The Jr. Executive – Technical will be responsible for lab operations of Incubation centre. Key job

responsibilities of the role are:

Operating Sophisticated machinery

- Operating / assist in operating sophisticated machinery as per operating procedures and safety precautions for design, manufacturing, testing and trouble-shooting of electronic products and systems to fulfil the requirements from beneficiaries of Incubation Centre
- Carry out routine maintenance of machines to keep the lab and machines available for use at all times
- Interact with equipment suppliers and vendors to rectify equipment failures, obtain service, source consumables or parts

Technical operations

- Deliver technical services offered by Incubation centre as per set processes for such services
- Assist the management in anticipating the need for equipment/consumable/parts
- Support the procurement activity by creating technical specifications, carrying out technical compliance verification, performing acceptance testing of procured equipment as per specification etc

Others

- Contribute to technical events and projects taken up by Incubation centre such as hackathons, tech fests, training programs etc
- Assist the outreach team in outreach activities, events etc
- Assist incubated companies in matters related to technical implementation of their product
- Other activities as assigned by the management from time to time.

Experience and Skill Set Requirement

Experience :

- The candidate must have expertise and a minimum of **2 years** of hands on experience in the area of PCB design and manufacturing AND/ OR MEMS fabrication AND/ OR hardware design, development and prototyping and/or 3D printing and mechanical packaging and/or computer network management
- Hands on experience in networking or Testing and Measurement instruments for electronics systems is an added advantage

Skills required:

- Strong problem-solving skills: ability to identify and address a problem
- Practical ability: Must have hands-on ability to perform and guide design & development, fabrication, testing, design verification, compliance testing & production support.
- Interpersonal skills : Very good interpersonal skills as the job requires regular interaction with incubated companies, other customers, IC staff and guests
- Very good skills in MS Word and Excel
- Very good verbal and written communication skills in English and Hindi
- Computer and network administration skills and certification / formal training in 3D Printing and mechanical packaging design & fabrication / formal training in PCB design, fabrication & Testing and handling Clean Room activities will be an added advantage.

Age: Candidates under 35 years of age as on last date of application may apply

All positions are contractual for 1 year or till end of the project whichever is earlier with provision for extension based on performance and availability of funds for the project.

Last date for receiving applications is Monday, 17th January 2022.

Applications must be submitted in the enclosed format along with resume, copy of proof of experience, qualification and two passport size photographs shall be attached to the application. The completed application shall be sent **BY POST** only to:

**Professor in Charge
Incubation Centre IIT Patna
Amhara Road, Bihta, Patna
Bihar- 801106**

Applications that are not in the prescribed format will not be considered for further process.

You can visit www.iciitp.com or www.iitp.ac.in -> incubation centre for more details.

Shortlisted candidates will be called for a test/interview. The date and mode of test/ interview shall be intimated to the shortlisted candidates via email / Incubation Centre website (www.iciitp.com) / Institute website (www.iitp.ac.in → Incubation Centre).

In case of a large number of applications, the committee may decide to call only a few best applications for test/interview. **The decision of the selection committee is final in all matters related to recruitment of suitable candidates.**



Secretary,

Incubation Centre IIT Patna